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MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, August 9, 2022 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

Nicole Northrup, PZ Chair
Fields Scarborough, PZ Member
Hal Goodman, PZ Member
Dave Stempel, PZ Member

The following members were absent:

Jamie Daniels, PZ Member

Staff present at the meeting:

Melissa Dickerson, Town Manager
Matt Farmer, Town Planner
Michele Bunce, Program Manager
Jamie Whitley, Town Clerk

CALL TO ORDER: Chair Nicole Northrup called the meeting to order at 6:00 p.m.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Member Goodman and seconded by Member Scarborough to adopt the agenda as presented and was approved by the following vote: Ayes: Chair Northrup, Members Scarborough, Goodman, and Stempel. Nays: None. Absent: Member Daniels. **Motion carried.**

SUBJECT: Approval of Minutes Regular Meeting July 12, 2022

MOTION: A motion was made by Member Stempel and seconded by Member Goodman to approve the July 12, 2022 minutes as presented and was approved by the following vote: Ayes: Chair Northrup, Members Scarborough, Goodman, and Stempel. Nays: None. Absent: Member Daniels. **Motion carried.**

PUBLIC COMMENTS

Members of the public are invited to address the Planning Board. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please come forward to the podium and identify yourself so that your statements can be recorded.

No one wished to address the Board.

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NEW BUSINESS**SUBJECT:** Zoning Text Amendment for Youth Centers

Town Planner Matt Farmer stated that in anticipation of a future application for a youth center to be constructed at 101 N Highway 64/264 (Dare County Parcel 023298000), staff has drafted a zoning text amendment to add "youth center" to the list of Special Use Permits approved the town commissioners in Section 8-5 of the Town's zoning ordinance.

MOTION: A motion was made by Member Goodman and seconded by Member Scarborough to approve the amendment and was approved by the following vote: Ayes: Chair Northrup, Members Scarborough, Goodman, and Stempel. Nays: None. Absent: Member Daniels. **Motion carried.**

SUBJECT: Review Conceptual Plans for Dare County's Manteo Youth Center

Staff was contacted by Dare County officials regarding their interest in receiving input from the Town on early conceptual plans for the new Manteo Youth Center to be located at 101 N Highway 64/264 (Dare County Parcel 023298000). At this time, Dare County has not applied for a Special Use Permit for the Manteo Youth Center.

Staff presented the conceptual elevations and a renovation assessment and recommendation provided by Dare County to the Preservation and Architectural Review Committee (PARC) on August 1, 2022. The elevations and assessment are attached to this staff report.

Chair Northrup gave a synopsis of PARC's concerns about whether the building is large enough for the intended purpose aside from the Manteo Way of Building.

Manager Dickerson followed up with Dare County's Project Manager and asked him specifically some of the questions that were asked at PARC. He assured her that in all of these steps the Director of Parks and Recreation and the Director of the program have been involved. He explained that there are about 40 students enrolled in the program so this would allow them to double. We are not sure that those are the enrollment numbers but that was his response when she asked the question.

The current building will be torn down because the assessment that they did concludes that it would be better to start with a new building. The reason was that it would be too expensive to renovate the existing building. There is not a site plan yet, this is very conceptual. They have not applied for any application but what they would like to do is have some guidance from PARC and the Planning Board before they go back and meet with their architects to give their architects the most guidance from the town. They will then get all this information packaged together and come back and apply. This Board will see this again.

The floor will have to be at an eight-foot level. The draft illustration shows a slab on grade which may require them to fill to get there. It will be similar to the height of COA.

Member Stempel asked if they did a survey with the kids that they have to see what the kids wanted.

Manager Dickerson replied that they've been meeting with the parents and the students but she doesn't know how recently they have met with them. She does know that there was a meeting or two held last year. The program has moved from where the current Town Common is to an old office building for Kellogg's, which is in front of the Elementary School. She thinks that the last time they moved, they began assessing the needs of the program knowing that the place they were going to was going to be long-term.

Chair Northrup reviewed PARC's notes with the Board:

- Do like the architectural details of the "whales' tail," watchtower, and metal roof.
- Reference the Manteo Way for the pitch of the roof and window detail
- Consider adding rafter tails
- Use two, not three, of the siding materials, presented: board and batten, horizontal siding, or shake.
- It is recommended that board and batten be used on the top.
- Consider removing the circular vent on the watchtower.
- The Committee noted the attractiveness of the new COA (College of the Albemarle) sign and suggested a free-standing sign versus a wall sign on the building.
- It was suggested for inspiration to review the Dare HHS addition, Manteo Elementary School, and the Farm Bureau office.

The Planning and Zoning Board agreed with PARC's recommendations.

BOARD COMMENTS

Member Stempel - He thinks we need to look at our zoning ordinances asap. Manager Dickerson informed the Board that we are on it and the Town Attorney is handling that project. We gave him the big notebook with all of the ordinances last Wednesday for him to get started. This project was included in the budget.

He suggested that Magnolia Pavilion be turned into a Visitors' Center and make that the main area where people get tickets. He suggested having tours lead from there on golf carts that hold six to eight people that will take people on a tour around Manteo. He thinks that this is a prime location for a Visitors' Center. Manager Dickerson informed the Board that there are some issues with the structure because it is below the base flood. Repurposing the structure creates challenges but she thinks that we will likely start having some community conversations about Magnolia Pavilion and Cartwright Park. The structure at Cartwright Park is beyond repair more than Magnolia Pavilion at this point. She has been focusing a lot of time on getting that lease renewed so that we can move forward with Cartwright Park. So in the same conversations that we are talking about and getting community input for Cartwright Park, we can also include Magnolia Pavilion and see what everybody thinks should go there because she thinks we will be starting from scratch with both.

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Member Goodman - He wants to revisit the fill ordinance because of what happened at the circle at Hammock and Spinnaker Drive in Pirate's Cove where the owner wanted to fill about four feet above his bulkhead right next to the canal. It was a disaster waiting to happen. He put a lot of fill in but they made him put in a bunch of swales and he's got two stormwater retention ponds so the fill drains into the ponds. He now has these big berms in front of the pond with bushes on top. He is pushing the envelope so we need to do something about fill to regulate that. Manager Dickerson will dig up the notes from the last conversation and catch up with the new planner Matt Farmer on those conversations that we had and then we can move forward.

Chair Northrup - She loved that the conceptual plan of the pump house was on the cover of the Coastland Times because there have been so many questions. She thinks the problem was that they just keep seeing it under construction and they notice that it is sort of blocking a view that they used to have. She thinks that people will like it when it's done.

She asked if we can get out crosswalks repainted because a citizen noticed the faded crosswalks. She asked if we get a push button at Fernando Street. There is a lot of foot traffic there because the Heart of Manteo is there and the new COA and soon the Youth Center will be there. They will benefit a lot from having a push-button stoplight there.

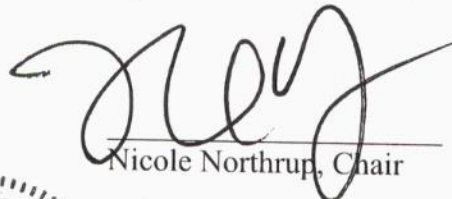
A citizen asked if we can look into speed reduction on Highway 64 between the Washington Baum Bridge and the Virginia Dare Bridge. It was suggested to have a 45-mile-an-hour speed limit to match Nags Head's speed limit on the other side.

She noted that there was supposed to be some landscaping in between the medians across from CVS that was never done. Manager Dickerson will follow up on that.

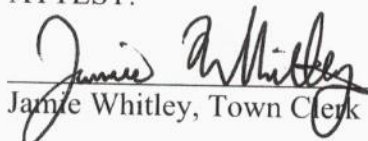
The consensus of the Board is that downtown Manteo looks great.

There being no further business to come before the Board or other persons to be heard a motion was made by Member Goodman and seconded by Member Stempel to adjourn the meeting at 6:23 p.m. and was approved by the following vote: Ayes: Chair Northrup, Members Scarborough, Goodman, and Stempel. Nays: None. Absent: Member Daniels.
Motion carried.

This the 9th day of August 2022.


Nicole Northrup, Chair

ATTEST:


Jamie Whitley, Town Clerk

